

**CITY OF GARDNER, MASSACHUSETTS
CITY COUNCIL FINANCE COMMITTEE MEETING
Wednesday – January 27, 2016 – 1:00 PM
City Council Chamber - City Hall**

AGENDA

CALL TO ORDER

ANNOUNCEMENT OF OPEN MEETING RECORDINGS

Any person may make a video or audio recording of an open session of a meeting, or may transmit the meeting through any medium, subject to reasonable requirements of the chair as to the number, placement and operation of equipment used so as not to interfere with the conduct of the meeting. Any person intending to make such recording shall notify the Chair forthwith. All Documents and exhibits used or referenced at the meeting must be submitted in duplicate to the City Clerk, as they become part of the Meeting Minutes.

- 1-1 Review and Approval of the January 13, 2016 Meeting Minutes.
- 2-1 An Order Appropriating \$26,250.00 from Free Cash to Airport, Professional Services.
- 2-2 An Order Appropriating \$106,454.00 from Free Cash to Stabilization.
- 3-1 A Measure Confirming the Mayor's Appointment of Christine Martines Fucile to the Position of Member, Cultural Council, for term expiring January 13, 2019.
- 3-2 A Measure Confirming the Mayor's Appointment of Jeffrey Legros to the Position of Member, Cultural Council, for term expiring January 13, 2019.
- 3-3 A Measure Confirming the Mayor's Appointment of Dr. John Mulqueen to the Position of Member, Board of Health, for term expiring January 20, 2019.
- 3-4 A Measure Confirming the Mayor's Appointment of Paulette Burns to the Position of Member, Board of Assessors, for term expiring January 20, 2019.
- 4-1 HRS Compensation & Classification Final Report.
- 4-2 An Ordinance to Amend the Code of the City of Gardner, Chapter 171, Thereof, Entitled "Personnel," to Change the Compensation of the City Solicitor and Assistant City Solicitor.
- 6-1 A Measure Declaring Surplus for Purpose of Disposition, Portion of Land and any Buildings at Woodland Avenue (M27-15-3, 2.06 acres).

ADJOURNMENT

Items listed on the Agenda are those reasonably anticipated by the Chair to be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

CITY OF GARDNER
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JANUARY 13, 2016

Finance Committee Members Present: President James Walsh and Councillors Ronald Cormier and Marc Morgan.

Other Officials and Participants Present: Mayor Mark Hawke; Jennifer Dymek, Assistant Director, Community Development and Planning; City Assessor Susan Byrne; Purchasing Director Mary Delaney; Human Resources Director Debra Pond; City Auditor John Richard; and, City Clerk Alan Agnelli.

The meeting was called to order by President James Walsh at 12:00 p.m. in the City Council Chamber, City Hall.

President Walsh asked if anyone present planned to record the meeting, in accordance with the requirements of the Open Meeting Law, as follows:

Any person may make a video or audio recording of the open session of this meeting so long as it does not interfere with the conduct of the meeting. All documents and exhibits used or referenced at this meeting shall be submitted in duplicate to the City Clerk, as they become part of the minutes of the meeting. Is there anyone present who will be recording this meeting?

No one responded.

1-1 Reading and Approval of the Meeting Minutes.

On a motion by Councillor Marc Morgan and seconded by Councillor Ronald Cormier, it was voted to approve the Minutes of the December 16, 2015 Meeting, as printed.

3-1 Notice of Appointment of John Flick to the Position of City Solicitor for term expiring January 4, 2017.

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, it was voted to recommend to the City Council that it place on file the Mayor's reappointment of John Flick to the position of City Solicitor for term expiring January 4, 2017 (*Council confirmation not required*).

3-2 Notice of Appointment of Rachel Stephano to the Position of Mayor's Secretary for term expiring January 4, 2017.

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, it was voted to recommend to the City Council that it place on file the Mayor's reappointment of Rachel Stephano to the position of Mayor's Secretary for term expiring January 4, 2017 (*Council confirmation not required*).

3-3 A Measure Confirming the Mayor's Appointment of Jill Romer to the Position of Assistant City Solicitor for term expiring January 4, 2017.

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, it was voted to recommend to the City Council that it confirm the Mayor's reappointment of Jill Romer to the position of Assistant City Solicitor for term expiring January 4, 2017.

CITY OF GARDNER
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JANUARY 13, 2016

3-4 A Measure Confirming the Mayor's Appointment of Robert O'Keefe to the Position of Information Technology Director for term expiring January 7, 2019.

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, it was voted to recommend to the City Council that it confirm the Mayor's Appointment of Robert O'Keefe to the position of Information Technology Director for term expiring January 7, 2019.

3-5 A Measure Confirming the Mayor's Appointment of Thomas Neufell to the Position of Police Officer, Permanent.

Mayor Hawke informed the Committee that Officer Neufell was recently appointed for a 60-day temporary period while awaiting the permanent appointment. He said that Officer Neufell recently worked for the Maynard Police Department and is one replacement for two vacancies caused by the recent departures of Officer Jesse Gadarowski and Timothy Desmarais. He added that the Chief of Police recommends that Officer Neufell's appointment be confirmed.

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, it was voted to recommend to the City Council that it confirm the Mayor's Appointment of Thomas Neufell to the Position of Police Officer, Permanent.

4-1 HRS Compensation & Classification Final Report.

President Walsh asked the Mayor if he expects to move ahead soon with his plan to implement a new compensation plan based upon the HRS, Inc.'s Final Report.

Mayor Hawke stated that implementing a multi-step compensation schedule would take a bit longer, since the HRS Report recommends that the new schedule incorporate new grades and steps, as well as performance evaluations. He said that he would present a schedule at the next meeting that would recommend implementation of wage adjustments for certain positions, some retroactive to January 1, 2016 and others to July 1, 2015. He plans to present his FY2017 Budget plans for compensation adjustments in February or March.

The Committee postponed further discussion until the next meeting.

4-2 An Ordinance to Amend the Code of the City of Gardner, Chapter 171, §68, Compensation Schedule, Deleting and Adding Various Positions.

Mayor Hawke informed the Committee that the proposed Ordinance would change the title of "Secretary to the Mayor" to "Executive Secretary" and would create an Executive Aide position. He noted that the funds for the part-time, non-benefit, 19 hours/week Executive Aide position, were approved in the FY2016 Mayor's Department Budget. He explained that the Executive Aide's weekly hours could fluctuate based upon need, but that the schedule would average 19 hours per week.

CITY OF GARDNER
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JANUARY 13, 2016

President Walsh questioned whether the Finance Committee could anticipate a future presentation by the Mayor in the future that the Executive Aide's responsibilities could not be accomplished with only 19 hours per week; thus, a request for more funding for additional hours per week.

With regard to the proposed Ordinance provisions to establish hourly wages for the Building Maintenance Craftsman and Building Maintenance Man positions, Human Resources Director Debra Pond informed the Committee that a part-time, non-union, non-benefit, Building Maintenance Man position was filled recently and that the Ordinance amendment is necessary to authorize payment of wages. She said that the addition of hourly wage rates for a non-union Building Maintenance Craftsman position is "for housekeeping purposes." She added that no funds have been appropriated for the position, but that wage rates would be provided in the Code in the event that the Building Maintenance Man's skills developed to qualify him for a position change.

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, it was voted to recommend to the City Council that it Order the following Ordinance to First Printing:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171 THEREOF, ENTITLED "PERSONNEL," BY ADDING AND DELETING VARIOUS POSITIONS.

Be it ordained by the City Council of the City of Gardner as follows:

Section 1. Section 171-68, Compensation Schedule, of Chapter 171, Personnel, of the Code of the City of Gardner is hereby amended by adding the following positions:

B. NON-UNION DIRECT AND SUPERVISORY STAFF POSITIONS:

<u>POSITION</u>	<u>Annual</u>	<u>Weekly</u>	<u>Hourly</u>
Executive Secretary	\$42,872.80	\$824.48	\$22.28
Executive Aide			\$25.00

C. NON-UNION STAFF POSITIONS:

<u>POSITION</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>
Building Maintenance Craftsman	\$16.7203	\$18.8610	\$20.9975
Building Maintenance Man	\$15.2861	\$17.3579	\$19.4339

Section 2. Section 171-68, Compensation Schedule, of Chapter 171, Personnel, of the Code of the City of Gardner is hereby amended by deleting and repealing the following position:

<u>POSITION</u>	<u>Annual</u>	<u>Weekly</u>
Secretary to the Mayor	\$42,872.80	\$824.48

Section 3. Effective date.

This ordinance shall become effective upon passage and publication as required by law.

CITY OF GARDNER
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JANUARY 13, 2016

4-3 An Ordinance to Amend the Code of the City of Gardner, Chapter 160, Article VI, Administrative Assistant.

Human Resources Director Debra Pond informed the Committee that the Administrative Assistant position was created in the mid-1980's for the purpose of centralizing human resources functions, but that the position is no longer utilized because the duties have been performed by the HR Director for many years.

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, it was voted to recommend to the City Council that it Order the following Ordinance to First Printing:

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 160 THEREOF, ENTITLED "OFFICERS AND EMPLOYEES," BY DELETING AND REPEALING ARTICLE VI, ADMINISTRATIVE ASSISTANT.

Be it ordained by the City Council of the City of Gardner as follows:

Section 1. The Code of the City of Gardner is hereby amended by deleting and repealing Chapter 160, Officers and Employees, Article VI, Administrative Assistant.

Section 2. Effective date.

This ordinance shall become effective upon passage and publication as required by law.

5-1 An Order Relative to the March 1, 2016 Presidential Primary.

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, it was voted to recommend to the City Council that it adopt the following Measure:

PRESIDENTIAL PRIMARY ORDER
TUESDAY, MARCH 1, 2016

VOTE: It is ordered that meetings of the citizens of this City qualified to vote in the Presidential Primaries shall be held on TUESDAY, MARCH 1, 2016 for the purpose of casting their votes in the Presidential Primaries for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE.....FOR THIS COMMONWEALTH
STATE COMMITTEE MAN.....WORCESTER & MIDDLESEX DISTRICT
STATE COMMITTEE WOMAN.....WORCESTER & MIDDLESEX DISTRICT
WARD COMMITTEECITY OF GARDNER

It is further ordered that the polls shall open at 7:00 o'clock in the morning and close at 8:00 o'clock in the evening.

5-2 A Resolution Endorsing the FY2016 Community Development Block Grant Mini-Entitlement Plan.

Jennifer Dymek, Assistant Director, Community Development and Planning, highlighted the List of Proposed Grant-funded projects.

**CITY OF GARDNER
CITY COUNCIL FINANCE COMMITTEE
MINUTES OF MEETING OF JANUARY 13, 2016**

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, it was voted to recommend to the City Council that it adopt the following Resolution:

**FY 2016 COMMUNITY DEVELOPMENT BLOCK GRANT
Mini-Entitlement Plan**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GARDNER, AS FOLLOWS:

WHEREAS, the City Council has reviewed the proposals prepared by the Department of Community Development and Planning for inclusion within the FY 2016 Community Development Block Grant (CDBG) Mini-Entitlement Plan; and

WHEREAS, the CDBG proposals seek funding for support of public social services, demolition, housing rehab, sign & facade, neighborhood facility renovation, planning, and associated administrative costs; and

WHEREAS, the activities proposed within the FY 2016 CDBG Mini-Entitlement Plan meet the priorities identified within the City's 2016 Community Development Strategy, and the 2004 Community Development Plan; and

WHEREAS, the City does not possess the bonding capacity or have the availability of funds to appropriate from its general budget to undertake such projects and reliance upon grant funds is required, and

WHEREAS, the City Council supports each of the activities as being consistent with the City's goal of promoting quality programs for its citizens;

NOW THEREFORE, the City Council hereby extends its support of each proposed activity and endorses the City's FY 2016 CDBG Mini-Entitlement Plan to be submitted to the Commonwealth of Massachusetts, Department of Housing and Community Development.

6-1 A Measure Declaring Surplus for Purpose of Disposition, Portion of Land and Any Buildings at Woodland Avenue (M27-15-3, 2.06 acres).

President Walsh informed the Committee that the Mayor is awaiting the final Legal Description and Plot Plan (Parcel & Easement) for Heywood Hospital's "South Parking Expansion" that includes the reservation of the City's Right-of-Way.

The Committee postponed further discussion until the next meeting.

ADJOURNMENT

On a motion by Councillor Ronald Cormier and seconded by Councillor Marc Morgan, it was voted to adjourn at 12:29 p.m.

2-1

AN ORDER APPROPRIATING FROM FREE CASH TO AIRPORT
PROFESSIONAL SERVICES.

ORDERED:

That there be and is hereby appropriated the sum of Twenty-Six Thousand Two
Hundred Fifty Dollars and No Cents (\$26,250.00) from Free Cash to the Airport
Professional Services.

City of Gardner, *Executive Department*

Mark Hawke, Mayor



January 25, 2016

RECEIVED
2016 JAN 25 6:19 20
CITY CLERK
GARDNER

James M. Walsh, President
And City Councilors
95 Pleasant Street
Gardner, MA 01440

RE: Free Cash Appropriation to Airport - Professional Services

Dear President Walsh and Councilors,

As many of you are probably aware, I have never been fond of our Airport. I have cut the Airport budget to align their expenditures with their revenues essentially making them act similar to an Enterprise Fund.

The Airport Commission has come to me with a plan to become self-sufficient. By appropriating \$26,250 as the City's 5% match to a grant, we will receive 95% of the funding toward the Airport's T-Hanger project via the Massachusetts Aeronautics Commission and the Federal Aviation Administration.

By renting interior spaces for airplanes in the T-Hanger, the Airport Commissioners believe they will be able create a much needed revenue stream that will allow them to become more self-sufficient. Once fully occupied, the Commissioners believe they will be able to perform more of these projects with their own revenue stream from the rental of the T-Hanger and will not need to rely on City funds.

I believe if we do nothing, the Airport will be an albatross around the City's neck that will slowly die over the next decade or two. I've asked Ken Bonk to attend the Finance Committee meeting on Wednesday, January 27, 2016 to offer further insight.

Respectfully,

Mark Hawke
Mayor, City of Gardner

AN ORDER APPROPRIATING FROM FREE CASH TO STABILIZATION.

ORDERED:

That there be and is hereby appropriated the sum of One Hundred Six Thousand Four Hundred Fifty Four Dollars and No Cents (\$106,454.00) from Free Cash to Stabilization.

2-2

City of Gardner, *Executive Department*

Mark Hawke, Mayor



January 25, 2016

2016 JAN 25 PM 10 20

CITY OF GARDNER

James M. Walsh, President
And City Councilors
95 Pleasant Street
Gardner, MA 01440

RE: Free Cash Appropriation to Stabilization

Dear President Walsh and Councilors,

As you are aware the City's Free Cash was recently certified at \$2,129,083.00. Healthy Free Cash certifications are appropriate in the range of 3-5 percent of annual revenue. Using round numbers and removing the Enterprise Funds, the City has annual revenue of approximately \$50,000,000.00. Therefore, Free Cash should range from \$1,500,000.00 - \$2,500,000.00. Our 2015 Free Cash falls just above 4%. Free Cash, as a rule, should be treated as a one-time revenue source and, therefore, should only be put toward one-time expenses.

The City's Stabilization Fund should maintain a balance of 5-7 percent of annual revenue, as was cited in the Department of Revenue's 2008 Financial Management Review of the City. Therefore, the City's Stabilization Fund should hold \$2,500,000.00 - \$3,500,000.00. Currently, the Stabilization Fund stands at \$2,094,032.13. We have aggressively built up our Stabilization Fund over the past 9 years from a 2007 level of \$269,362.66. We did this by initially adopting an informal policy of transferring 20% of certified Free Cash to stabilization. We reduced that percentage two (2) years ago and this year I am requesting only 5%, or **\$106,454, be appropriated to our Stabilization Fund.** This would raise the Fund to approximately \$2,200,486.13 or approximately 4.4% of annual revenue.

We have been cited repeatedly by the bond rating agencies for our strong financial performance and efforts to increase our reserves. I am comfortable with only a 5% appropriation at this time as we are continuing to make positive efforts to improve our financial standing.

Respectfully,

Mark Hawke
Mayor, City of Gardner

January 14, 2016

Commonwealth of Massachusetts

Worcester County

City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint Christine Martines Fucile to the position of Member, Cultural Council, and I certify

52 Pinewood Drive, Gardner, MA

that in my opinion he/she is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

Mayor

Mark P. Hawke

Confirmed by City Council _____

City Clerk

Alan L. Agnelli

Expires: January 13, 2019

Worcester, ss., _____

Then personally appeared the above named Christine Martines Fucile and made oath that he/she would faithfully and impartially perform the duties of the office of Member, Cultural Council according to law and the best of his/her abilities.

Before me,

City Clerk

Chapter 303 Acts of 1975
and
Chapter 409 Acts of 1983

Received _____

January 14, 2016

Commonwealth of Massachusetts

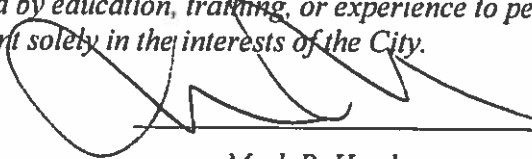
Worcester County

City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint Jeffrey Legros to the position of Member, Cultural Council, and I certify
59 Fernwood Drive, Gardner, MA

that in my opinion he/she is a person specially fitted by education, training, or experience to perform the
duties of said office, and that I make the appointment solely in the interests of the City.



Mark P. Hawke
Mayor

Confirmed by City Council _____

City Clerk
Alan L. Agnelli

Expires: January 13, 2019

Worcester, ss., _____

Then personally appeared the above named Jeffrey Legros and made oath that he/she
would faithfully and impartially perform the duties of the office of Member, Cultural Council
according to law and the best of his/her abilities.

Before me,

City Clerk

Chapter 303 Acts of 1975
and
Chapter 409 Acts of 1983

Received _____

January 20, 2016

Commonwealth of Massachusetts**Worcester County****City of Gardner****CERTIFICATE OF APPOINTMENT**I appoint **John Mulqueen** to the position of **Member, Board of Health,** and I certify

192 Lawrence Street, Gardner, MA

that in my opinion he/she is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

 Mayor

Mark P. Hawke

Confirmed by City Council _____

City Clerk

Alan L. Agnelli

Expires: January 20, 2019

Worcester, ss., _____

Then personally appeared the above named **John Mulqueen** and made oath that he/she would faithfully and impartially perform the duties of the office of **Member, Board of Health** according to law and the best of his/her abilities.

Before me,

City Clerk

Chapter 303 Acts of 1975
and
Chapter 409 Acts of 1983

Received _____

January 20, 2016

Commonwealth of Massachusetts

Worcester County 8 14

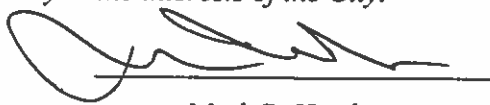
City of Gardner

CERTIFICATE OF APPOINTMENT

I appoint Paulette Burns to the position of Member, Board of Assessor's, and I certify

5 Travers Street, Gardner, MA

that in my opinion he/she is a person specially fitted by education, training, or experience to perform the duties of said office, and that I make the appointment solely in the interests of the City.

 Mayor

Mark P. Hawke

Confirmed by City Council _____

City Clerk

Alan L. Agnelli

Expires: January 20, 2019

Worcester, ss., _____

Then personally appeared the above named Paulette Burns and made oath that he/she would faithfully and impartially perform the duties of the office of Member, Board of Assessor's according to law and the best of his/her abilities.

Before me,

City Clerk

Chapter 303 Acts of 1975
and
Chapter 409 Acts of 1983

Received _____

ORDINANCE

1 AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171
2 THEREOF, ENTITLED "PERSONNEL," TO CHANGE THE COMPENSATION OF THE
3 CITY SOLICITOR AND ASSISTANT CITY SOLICITOR

4
5 Be it ordained by the City Council of the City of Gardner as follows:

6
7 Section 1. Section 171-68 of Chapter 171, Personnel, of the Code of the City of Gardner is
8 hereby amended to change the compensation of the City Solicitor and Assistant City Solicitor to
9 read as follows:

10
11 A. Department Heads

<u>Position</u>	<u>1/06/2016</u>	
	<u>Annual</u>	<u>Weekly</u>
City Solicitor	\$74,491.70	\$1,432.53

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17 B. Non-Union Direct and Supervisory Staff

<u>Position</u>	<u>1/06/2016</u>	
	<u>Annual</u>	<u>Weekly</u>
Assistant City Solicitor	\$41,175.03	\$791.83

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24 Section 2. Effective date.

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26 This ordinance shall become effective January 4, 2016.

ORDINANCE NO. 1580

CITY OF GARDNER
AUGUST 14, 2015
FINAL PRINTING

AN ORDINANCE TO AMEND THE CODE OF THE CITY OF GARDNER, CHAPTER 171 THEREOF, ENTITLED "PERSONNEL," TO CHANGE THE COMPENSATION SCHEDULE.

Be it ordained by the City Council of the City of Gardner as follows:

Section 1. Section 171-68 of Chapter 171, Personnel, of the Code of the City of Gardner is hereby amended by deleting and repealing Schedule 2 – Compensation Schedule and replacing it to read as follows:

A. DEPARTMENT HEADS								
			07/01/15					
Position			Annual	Weekly				
Building Commissioner			\$70,929.27	\$1,364.02				
Chief of Police			\$88,961.85	\$1,710.80				
City Assessor			\$59,994.00	\$1,153.73				
City Auditor*			\$75,027.41	\$1,442.83				
City Clerk*			\$64,309.20	\$1,236.72				
City Collector/Treasurer*			\$77,706.96	\$1,494.36				
City Engineer			\$93,248.55	\$1,793.24				
City Solicitor			\$74,491.70	\$1,432.53				
		1/4/2016	\$53,591.00	\$1,030.60				
Council on Aging Director			\$49,449.60	\$950.95				
Director of Community Development & Planning	City		\$60,825.00					
	GRA		\$20,556.00					
	CDBG		\$4,283.00					
		Total Compensation	\$85,664.00	\$1,647.38				
Director of Local Origination & Educational Planning			\$57,846.66	\$1,112.44				
Director of Public Health			\$75,027.41	\$1,442.83				
Fire Chief			\$82,530.35	\$1,587.12				
Golf Course Driving Range/Superintendent			\$70,740.67	\$1,360.40				
Human Resources Director			\$75,027.41	\$1,442.83				
Information Technology Director	City		\$44,304.21					
	School		\$43,652.68					
		Total Compensation	\$87,956.89	\$1,691.48				
Library Director			\$69,668.31	\$1,339.78				
Public Works Director			\$92,470.75	\$1,778.28				
Purchasing Agent/Civil Enforcement Director*			\$69,668.24	\$1,339.77				

Veterans' Director			\$53,591.00	\$1,030.60				
B. NON-UNION DIRECT AND SUPERVISORY STAFF POSITIONS								
			07/01/15					
Position			Annual	Weekly				
Secretary to the Mayor			\$42,872.80	\$824.48				
Animal Control Officer			\$27,320.90	\$525.40				
Assistant City Engineer**			\$57,176.10	\$1,099.54				
Assistant City Solicitor			\$41,175.03	\$791.83				
		1/4/2016	\$29,921.13	\$575.41				
Assistant Director of Community Development**		City	\$3,198.00					
		CDBG	\$60,754.00					
		Total Compensation	\$63,952.00	\$1,229.85				
Assistant Director of Public Health			\$49,306.40	\$948.20				
Assistant Library Director			\$53,972.18	\$1,037.93				
Deputy Chief of Police			\$75,027.41	\$1,442.83				
Economic Development Coordinator**		City	\$46,480.00					
		EPA	\$10,520.00					
		Total Compensation	\$57,000.00	\$1,096.15				
GIS Technician			\$48,231.90	\$927.54				
Golf Professional			\$1,183.67	Weekly				
Golf Pro Manager			\$1,020.00	Weekly				
Local Inspector			\$55,734.85	\$1,071.82				
Producer			\$43,841.01	\$843.10				
Senior Animal Control Officer			\$37,513.70	\$721.42				
Systems Manager			\$58,950.00	\$1,133.65				
			Hourly					
			Step 1	Step 2	Step 3			
Assistant City Clerk			\$14.38	\$16.68	\$20.09			
Electrical Inspector			\$28.97					
Plumbing Inspector			\$24.66					
Transfer Station Supervisor			\$20.48					
Conservation Agent			\$27.29					
Planning Agent			\$29.37					
			Annual	Monthly				
Civil Defense Director			\$8,473.40	\$706.12				
Sealer of Weights & Measures			\$8,629.99	\$719.17				
C. NON-UNION STAFF POSITIONS								
			07/01/15			01/01/16	01/01/17	
Position			Step 1	Step 2	Step 3			

Alan Agnelli

From: Debra Pond
Sent: Thursday, January 14, 2016 9:01 AM
To: Alan Agnelli
Cc: Mayor
Subject: City Solicitor
Attachments: Amendment to City Code 171 Solicitor 2016.doc

Alan:

We need to amend the compensation schedule for the Legal Dept. effective 01/04/2016. I have attached the proposed amendment.

Thanks.

Debra A. Pond
Director of Human Resources
City of Gardner
95 Pleasant Street, Rm. 14
Gardner, MA 01440
dpond@gardner-ma.gov
Tel: (978) 630-4001
Fax: (978) 630-4025

**Amendment to City Code
Chapter 171: Personnel
Article XVI: Classification and Compensation
§171-68
Compensation Schedule**

An amendment to §171-68 Compensation Schedule, 171b Schedule 2.

Amend the following positions:

A. DEPARTMENT HEADS

	<u>01/04/16</u>	
	<u>Annual</u>	<u>Weekly</u>
City Solicitor	\$74,491.70	1,432.53

**B. NON-UNION DIRECT AND SUPERVISORY STAFF
POSITIONS**

	<u>01/04/16</u>	
	<u>Annual</u>	<u>Weekly</u>
Asst. City Solicitor	\$41,175.03	\$791.83

**DECLARING SURPLUS FOR PURPOSE OF DISPOSITION
LAND AND BUILDINGS AT WOODLAND AVENUE**

VOTED: To declare surplus for the purpose of disposition, the portion thereof of the land and any buildings at Woodland Avenue, as further identified on Exhibit A attached hereto.

SZOC SURVEYORS

Registered Land Surveyors
32 Pleasant Street, Gardner, MA

SzocSurveyors@Verizon.net

Tel 978-632-0233 Fax 978-630-1548

South Parking Expansion Suggested Legal Description Gardner, Massachusetts (Updated 1/15/16)

A certain parcel of land situated west of Woodland Avenue, in Gardner, Worcester County Massachusetts bounded and described as follows:

BEGINNING at a drill hole on a stone wall at the southwest property corner of land of Peter M. & C. Elizabeth Cernoia a distance of 132.54 feet from a point in the westerly layout line of Woodland Avenue.

THENCE: S.03° 48' 57"W., by other land of the City of Gardner, sixteen and 50/100 feet (16.50') to a point on a stone wall at land of Cristal A. Landry at the southeast parcel corner;

THENCE: N.86° 11' 03"W., by a stone wall and said Landry land one hundred forty nine and 54/100 feet (149.54') to a drill hole at a corner of stone walls other land of the City of Gardner;

THENCE: S.89° 59' 37"W., one hundred seven and 62/100 feet (107.62') to a point at the southwest parcel corner;

THENCE: N.04° 13' 12"E., three hundred sixty seven and 84/100 feet (367.84') to a point in line of land of the Henry Heywood Memorial Hospital, at the northwest parcel corner, the preceding two courses being by said city land;

THENCE: S.80° 49' 58"E., by said hospital land two hundred fifty seven and 51/100 feet (257.51') to a point at the northeast parcel corner;

***THENCE:** S.04° 11' 05"W., still by said hospital land, by land of Edmund H. Damon, by land of Greg & Sheri Castonguay, and by land of the first mentioned Cernoia, a total of three hundred twenty and 15/100 feet (320.15') to the point of beginning.

The parcel contains 89,869 square feet or 2.0631 acres.

***This is a correction of a scrivener error.**

RESERVING to the City of Gardner, the Grantor herein an **EASEMENT** running from the westerly terminus of an existing easement 16.5 feet wide that runs over land of the above mentioned city, through a southeast portion of the above described parcel bounded and described as follows:

BEGINNING at the northeast corner thereof, at a drill hole at the southwest property corner of land of Peter M. & C. Elizabeth Cernoia a distance of 132.54 feet from a point in the westerly layout line of Woodland Avenue.

THENCE: S.03° 48' 57"W., by other land of the City of Gardner, sixteen and 50/100 feet (16.50') to a point on a stone wall at land of Cristal A. Landry;

THENCE: N.86° 11' 03"W., by a stone wall and said Landry land one hundred forty nine and 54/100 feet (149.54') to a drill hole at a corner of stone walls other land of the City of Gardner;

THENCE: S.89° 59' 37"W., by said city land twenty and 00/100 feet (20.00') to a point at the southwest corner and at the hereinabove described parcel;

THENCE: N.03° 48' 57"E., over said parcel, seventeen and 83/100 feet (17.83') to a point at the northwest corner;

THENCE: S.86° 11' 03"E., still over said parcel one hundred sixty nine and 49/100 feet (169.49') to a drill hole at the northeast corner and the point of beginning;

The above described **PARCEL** and **EASEMENT** are shown on a Plan entitled: "Plot Plan Parcel & Easement prepared for Henry Heywood Memorial Hospital, Gardner, MA, January 11, 2016, Szoc Surveyors 32 Pleasant Street, Gardner, MA".

BEING a portion of land of the City of Gardner...Book 2590, Page 230.

